OPEN EXAMINATION



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

CHIEF PHYSICIAN AND SURGEON, **CORRECTIONAL FACILITY**

CONTINUOUS TESTING OPEN SPOT FOR COALINGA STATE HOSPITAL

SALARY RANGE: \$13,395.44

Plus a\$200 per month recruitment and retention differential

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY

COALINGA STATE HOSPITAL SELECTION SERVICES UNIT

P.O. BOX 5002 COALINGA, CA 93210

(559) 935-4305 / TDD (559) 935-7120

Submit an application to the address indicated above. This location is where you will establish list eligibility. Do not submit

applications to the State Personnel Board.

TESTING RESTRICTION The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa, or Patton State Hospitals or with Salinas Valley Psychiatric Program or Vacaville Psychiatric Program, within the last 12 months, you are not

eligible to compete in this examination.

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment SPECIAL TESTING

Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE

CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any

This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible EXAM PLAN

list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW

WILL BE DISQUALIFIED.

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles.

Applications/resumes received without this information will be rejected.

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for

Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Board as a specialist in one of the fields of medicine, or eligibility for examination for such a certificate as evidenced by a written statement from the Secretary of an American Specialty Board or an American Osteopathic Board. (Applicants who are in the process of establishing specialty board eligibility

will be admitted to the examination but the required verification must be submitted before appointment.)

SPECIAL PERSONAL Willingness to work in a State institution; sympathetic and objective understanding of the problems of the mentally disabled; tact, patience; emotional stability; and demonstrated leadership ability.

CHARACTERISTICS

SPECIAL PHYSICAL CHARACTERISTICS

JOB DESCRIPTION

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to handle stressful situations (physical, mental, and emotional) encountered on the job without compromising their health and well-being or that of their fellow employees or that of patients.

Assignments may include sole responsibility for the supervision of patients and/or the protection of personal and real property.

Under general direction, the Chief Physician and Surgeon serves as a chief of service in charge of a major general medical and surgical subdivision in a large State institution; supervises physicians and other professional personnel giving medical and psychiatric care to

patients; to give medical services to such patients; and does other related work.

POSITION

LOCATION(S) A position exists at Coalinga State Hospital.

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAM INFORMATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- 1. Principles and methods of general medicine and surgery and skill in their application.
- Principles of psychiatry and neurology.
- 3. Principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical sources.
- 4. Current developments and trends in general medicine, surgery, and psychiatry, including mental retardation.
- 5. Principles and practices of hospital administration and personnel management.
- 6. Principles and practices of medical research.
- . Principles, methods, and objectives of training treatment personnel.
- A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to:

- 1. Direct and coordinate complex and varied activities in the field of general medicine and surgery.
- 2. Coordinate and participate in psychiatric and medical research.
- 3. Analyze situations accurately and take effective action.
- 4. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and barassment

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each competitor take special care in accurately and completely filing out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies at Coalinga State Hospital only. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.